

---

# **STANDARD OPERATING PROCEDURE**

## **Temporary Duty (TDY) Travel**

### **SOP 6.7.1**

---

#### **PURPOSE:**

**Provide clear guidelines for the generation of Temporary Duty (TDY) travel orders when travel is authorized by the Division of Immigration Health Services for any reason.**

---

#### **I. NON-EMERGENCY TRAVEL**

The following procedure applies to all non-emergency travel with three or more business days advance notice. **The Branch Chief (or their designee) should coordinate emergency travel requests with the travel coordinator on a case by case basis.**

- A. The Branch Chief will initiate the request for travel orders (T.O.s) by completing the top section of the “DIHS REQUEST FOR TRAVEL FORM” (RFTF). The only persons within DIHS that may authorize travel are Branch Chiefs, the Director, and the Deputy Director.
- B. The Branch Chief (or their designee) will then fax the RFTF to the traveler.
- C. The traveler makes air/train and hotel reservations as appropriate through Carlson Travel (301-984-8894), and completes the remainder of the RFTF. If the traveler is a frequent traveler they may omit section two. It is recommended that this section be completed by anyone who has not traveled during the previous six months.
- D. The completed RFTF along with a copy of the itinerary is faxed back to the Branch Chief (or their designee).
- E. The Branch Chief (or their designee) will review the form for completeness and will give it to the travel coordinator for processing.
- F. The travel coordinator will generate the travel order by noon the following business day after receipt of the request (provided the automated Travel Management System is available). For first time and/or infrequent travelers not in the automated system, allow an additional 24 hours.
- G. The Branch Chief (or their designee) will fax a copy of the travel order to the traveler.